

COURSE PROFILE

BSB41407 CERTIFICATE IV IN OCCUPATIONAL HEALTH & SAFETY

P-E COURSE CODE: TROHS 005

COURSE OUTLINE:

This course teaches the skills and knowledge needed by occupational health & safety (OH&S) practitioners and by those whose work encompasses some aspects of occupational health & safety. It covers a variety of OH&S fields and is designed to meet the needs of business and industry. In general the Certificate IV level provides training for line supervisors and health & safety representatives who have a role in OH&S at the workplace, eg health & safety committee members. This qualification would suit an OHS officer in a full-time dedicated role who works under the supervision of an OHS Coordinator or OHS Manager.

APPLICABILITY:

Job roles and titles vary across different industry sectors. Possible job titles relevant to this qualification include:

- Occupational Health and Safety Coordinator
- Occupational Health and Safety Officer.

ENTRY PATHWAYS TO THIS QUALIFICATION:

Preferred pathways for candidates considering this qualification include:

Candidates may enter the qualification through a number of entry points demonstrating potential to undertake vocational education and training at certificate level, including

- after achieving the BSB30707 Certificate III in Occupational Health and Safety or other relevant Certificate III qualification
OR
- providing evidence of competency in the majority of units required for the BSB30707 Certificate III in Occupational Health and Safety
OR
- with extensive vocational experience in occupational health and safety roles.

Examples of indicative job roles for candidates seeking entry based upon their vocational experience include:

- Health and Safety Representative
- Health and Safety Committee Member
- Health and Safety Assistant.

This breadth of expertise would equate to the competencies required to undertake this qualification.

Pathways from the qualification

After achieving the BSB41407 Certificate IV in Occupational Health and Safety, candidates may undertake the BSB51307 Diploma of Occupational Health and Safety, a qualification for those wishing to develop specialised skills and knowledge required to coordinate and maintain the OHS program within an organisation, or a range of other Diploma level qualifications.

PRE-REQUISITES:

There are no prerequisite requirements for individual units of competency. However, to successfully complete this qualification it is necessary that you:

- Have access to, and an ability to use, a computer for word processing and completion of on-line training work;
- Have access to, and ability to use, audio-visual equipment (e.g. camera) to facilitate the demonstration and assessment of competence;
- Have internet access so you can locate and use on-line learning materials and relevant research materials;
- Have sound English literacy skills to read and comprehend information from a variety of sources and prepare documents such as risk analysis and evaluation, OHS management system procedures, OHS action plans and OHS risk registers;
- Have an ability to communicate effectively with personnel at all levels of an organisation including consultation and negotiation skills to develop plans and implement and monitor designated actions;
- Have project management skills to achieve change in the workplace;
- Have organisational skills to manage your own tasks within a timeframe; and
- Have numeracy skills to carry out simple arithmetical calculations.
- Have access to a workplace or have experience of a workplace.

COURSE DURATION:

The program should be completed within a period of 12 months and you are encouraged to complete a unit of competence at least every four weeks, on average. Course durations can be reduced by the application of Credit Transfer or Recognition of Prior Learning (RPL). Your enrolment is valid for 12 months after being accepted by P-E Handley-Walker.

QUALIFICATION RULES AND UNITS OF COMPETENCY:

The Certificate IV in Occupational Health and Safety consists of nine units. You must complete six OHS units including two core (mandatory) units and three elective units. Of those three elective units, at least two must be selected from the remaining occupational health and safety units or the elective units listed in the BSB41407 Training Package www.training.gov.au . The other elective unit may be selected from the remaining occupational health and safety units, the remaining elective units, anywhere else in the BSB07 Business Services Training Package or any other currently endorsed national Training Package, of which one unit may be selected from a Certificate III or Diploma qualification.

Elective units must be relevant to the work outcome, local industry requirements and the qualification level.

Units selected from other Training Packages must not duplicate units selected from or available within the BSB07 Business Services Training Package.

PATHWAYS FROM THE QUALIFICATION:

After achieving BSB41407 Certificate IV in Occupational Health and Safety, candidates may undertake BSB51307 Diploma of Occupational Health and Safety, a qualification for those wishing to develop specialised skills and knowledge required to coordinate and maintain the OHS program within an organisation, or a range of other Diploma level qualifications.

COURSE CONTENT:

Units of Competency

Unit Code	Unit Name	Hours (nominal)
<u>CORE UNITS</u>		
<u>BSBOHS401B</u>	<u>Contribute to the implementation of a systematic approach to managing OHS</u>	50
<u>BSBOHS402B</u>	<u>Contribute to the implementation of the OHS consultation process</u>	40
<u>BSBOHS403B</u>	<u>Identify hazards and assess OHS risks</u>	60
<u>BSBOHS404B</u>	<u>Contribute to the implementation of strategies to control OHS risk</u>	40
<u>BSBOHS405B</u>	<u>Contribute to the implementation of emergency procedures</u>	30
<u>BSBOHS408A</u>	<u>Assist with compliance with OHS and other relevant laws</u>	40
<u>ELECTIVE UNITS</u>		
<u>BSBWRT401A</u>	<u>Write complex documents</u>	50
<u>BSBRES401A</u>	<u>Analyse and present research information</u>	40
<u>BSBRSK401A</u>	<u>Identify risk and apply risk management processes</u>	50

TRAINING PLANS:

A Training Plan will be developed for each student.

LEARNING OUTCOMES:

This qualification is suitable for OHS Supervisors and OHS Managers. Specifically, learning outcomes include ability to:

- effectively contribute to the application of a systematic approach to managing OHS to ensure that the workplace is, as far as practicable, safe and without risks to the health of employees and others.
- contribute to the promotion of consultative arrangements in the workplace by communicating, influencing and consulting as part of a systematic approach to managing occupational health and safety (OHS).
- identify hazards and to assess occupational health and safety (OHS) risks in the workplace.
- contribute to the implementation of strategies to control occupational health and safety (OHS) risks.
- contribute to the implementation of planning and response procedures for emergencies.
- apply an understanding of the legal and regulatory framework of OHS in order to provide advice regarding the OHS legislative responsibilities of an OHS practitioner, company director, manager, supervisor and employee.
- plan documents, draft text, prepare final text and produce documents of some complexity.
- gather, organise and present workplace information using available systems.
- identify risks and to apply established risk management processes to a subset of an organisation or project's operations that are within the person's own work responsibilities and area of operation.

EMPLOYABILITY SKILLS

- A summary of the employability skills developed through this qualification can be downloaded from <http://employabilityskills.training.com.au>.

TRAINING STRATEGIES:

- Self-paced learning mode
- Facilitator support by phone/email
- Activities
- Scenario - based tasks and case studies
- Work-related projects

TRAINING MATERIALS:

- Workbooks (eLearning / Printed)
- On-line learning resources

BSB41407 Certificate IV in Occupational Health & Safety will be delivered as a self-paced learning mode.

Learners will be provided with workbooks for each module (eLearning and/ or Printed).

Facilitators will also be available via email and telephone access and these details will be provided to learners on commencement.

ASSESSMENT METHOD:

Assessment tasks will be provided at the commencement of each module and any instructions, guidance and other additional support materials will be provided electronically and/or by mail as required.

Learners are able to use their workplace activities to complete assessment tasks and provide evidence of competence.

Assessment tasks will vary and include written/oral questions, written activities, work-related projects and supervisor/third party reports.

Learners will be assessed in theoretical knowledge and practical skills as well as underpinning knowledge and skills using the above assessment tasks.

Other assessment activities may be determined by your assessor which might include:

- observation by an assessor, of your workplace performance
- provision of any other evidence you have or have been asked to gather by your facilitator or assessor – for instance, work documents or copies of policy and procedure manuals to which you have made a major contribution; the use of such documentation should be checked with your manager/ supervisor
- participation in simulations and role-plays

NATIONAL RECOGNITION:

The completion of core and elective competencies qualifies the graduate for the Certificate IV in Occupational Health & Safety. The qualification is recognised nationally. A numbered Certificate will be issued to each participant on successfully demonstrating competence in all of the required units. A numbered Statement of Attainment will be issued in cases where some, but not all, of the required units have been completed.

COURSE FEES AND HOW TO APPLY:

(NOTE: These fees are based on the current selection of units and may vary with a different selection)

\$1030 (GST free) for Fee-For-Service paying students (non-funded)

\$349 (GST free) for Victorian Government funded students**

(Consists of tuition fee \$187.50 and resources fee \$162.00 (at cost))

****Funding Opportunities**

Victorian Government funding is available through the Victoria Training Guarantee which entitles eligible students to government subsidised training places if you meet certain requirements:

In 2012 you are eligible for a government subsidised training place if you:

Meet one of the following citizenship/residency status:

- Australian citizen
- Australian Permanent Resident (holder of a permanent visa)
- holder of a Special Category Visa (sub-class 444, New Zealand citizen)
- East Timorese asylum seeker, or
- holder of a Temporary Protection Visa.

And are any of the following:

- a young person under 20 years of age (as at 1 January 2012) and undertaking recognised training; or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training in a Foundation skills course (preparation for work, literacy and numeracy courses); or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training as an Apprentice (not trainee); or
- over 20 years of age (as at 1 January 2012) and undertaking recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

Applications for enrolment should be made directly to P-E Handley-Walker. Contact the William Ray on 0412 439 334 or training@p-handley-walker.net.au requesting an Application form.

RECOGNITION OF PRIOR LEARNING (RPL) AND CREDIT TRANSFER:

You may be able to shorten the length of your chosen course by measuring your skills acquired through work life experiences, or through qualifications obtained from formal studies or training. AQF Qualifications and Statements of Attainment issued by any other Registered Training Organisation will be recognised by P-E Handley-Walker. Fees are charged for RPL applications. Enquiries for RPL should be made directly to our RTO Manager at training@p-handley-walker.net.au requesting an RPL application kit for this qualification.

DIRECT CREDIT TRANSFER

Candidates who have successfully completed an identical unit of competency(ies) from another Registered Training Organisation will be recognised as competent in that competency(ies) upon provision of original assessment results or certified copies. This Direct Credit Transfer is free of any charges to the Candidate.

PLEASE NOTE: *Course information is updated frequently. Please ensure that you have a current copy by contacting P-E Handley-Walker at training@p-handley-walker.net.au or calling (03) 9708 8809.*